

Academic Information

General Information	32
Program of Study	32
Classification	33
Transfer Policies	33
Requesting RSU Transcripts.....	33
Grading Policy and Grade Point Calculations	34
Academic Forgiveness Provisions	35
Retention and Readmission Policies	37
Changes and Withdrawals	38
Honor Roll Qualification	38
Graduation	39
Extra-Institutional Credit.....	42
Departmental Advanced Standing Examinations.....	42
CLEP Testing	43
Credit for Military/Training.....	43
ACE College Credit Recommendation	43
Correspondence Study	44
Independent Study Courses	44
Distance Learning	44
Two-Year and Four-Year Graduation Guarantee	45

General Information

Academic Year

The academic year consists of two semesters, August through December and January through May, and a summer session in June and July, with Intersession classes between semesters.

Semester Hour

A semester hour consists of one class period per week in a subject for one semester, with the exception of laboratories, practicums, or activity classes in which two periods per week is a semester hour. In the summer session, the period of class contact per semester hour is doubled. It is the University's policy that each semester hour represents 16 faculty-student contact periods per term, or 32 hours of regularly scheduled laboratory or other formal course activity per term.

Course Numbering System

Courses are numbered to indicate the degree of advancement. The first digit indicates level of study; 1000 freshman level; 2000 sophomore level; 3000 junior level; and 4000 senior level. In general, courses numbered lowest are those that should be completed first. The last digit of the course number indicates the amount of semester credit hours awarded for the course. For example, ENGL 1113 is a freshman-level, three-hour course.

Students with fewer than 45 credit hours are encouraged not to enroll in 3000 and 4000-level courses. Second semester sophomores may take 3000-level or 4000-level courses with caution.

All students who enter Rogers State University must enroll in the appropriate composition courses and remain enrolled continuously until the composition sequence or the equivalent is complete. Students should complete their general education math course within the first 45 hours. Students should complete all general education requirements within their first 60 hours.

Academic Load

The maximum load that an undergraduate student will normally be permitted to carry is 18 hours during fall and spring semesters, and nine hours during the summer term. Students attaining a retention/graduation grade point average of 3.0, and having completed a minimum of 15 semester hours, may be permitted to enroll in a maximum of 24 hours during fall and spring semesters and 12 hours during the summer term.

A student exceeding the maximum load, up to but not more than 21 hours for the fall and spring semesters and 12 hours for summer term, must have permission of the Department Head and the Dean of the School within which the student is majoring. The student must meet the Regents' guidelines for overload, with eligibility verified by the Registrar. A student wishing to carry an academic load in excess of 21 hours must have the permission of the Vice President for Academic Affairs.

The Office of the Registrar will provide verification that the above criteria have been satisfied.

In the event of dual enrollment by a student at more than one institution, the preceding load limits apply to all college courses in which the student is enrolled.

Program of Study

A major is a set of courses in a student's declared area of primary academic study that, when accompanied by appropriate supporting courses, leads to a degree. The bachelor degree is based on a minimum of 30 semester hours credit in the area of specialization. An associate degree has a minimum of 60 semester hours of credit. Majors are recorded on the student's permanent record. The requirements for a major are specified in the Bulletin in effect at the time of the student's initial continuous enrollment at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education.

Specific courses are required for the major, but electives may be selected from a range of alternatives prescribed by the department. Some majors have options. An option area includes specified courses that provide a coherent group of courses within a major. Option areas for majors are recorded on the student's permanent record.

Students who are undecided on a major may enter the University as "undeclared." Students are strongly encouraged to choose a major by the time they have completed 30 credit hours. Students may transfer from one major or minor to another by filing a "Change of Major/Minor" form available from academic departments.

In contrast to a major, an academic minor involves less extensive concentration in a discipline but still imposes specific requirements. An undergraduate minor is a specific set of courses in a subject area or academic discipline. A minor alone does not lead to an academic degree, but may be required by some majors. A minor differs from an option area in that a minor is not a coherent group of courses within the student's major. The requirements for a minor are specified in the Bulletin in effect at the time of the student's initial full-time enrollment at Rogers State University. Minors are recorded on the student's permanent record.

When applicable, no more than a single course (up to four hours) may apply toward general education requirements in either a major or a minor without additional courses being required in that major or minor. In such a case, the major or minor requirement and the general education requirement will be considered met; the credit hours toward graduation, however, count only once.

When a course can be counted toward both the major and the minor, that course must be replaced with a course from one of either of the two areas and must be at the same or higher level.

When an Associate Degree Candidate (AA/AS/AAS) has accumulated 30 hours, or a Bachelor Candidate (BA/BS/BIT) 60 hours, the student, in conjunction with his/her advisor, should request a General Education Check from the Registrar. To complete a major or a minor from RSU, students must meet all requirements and pass all courses required by the school and department from which they select a major or a minor. These requirements vary and are specifically stated in the section of this Bulletin that summarizes each academic department's offerings including its major and minor programs.

Each undergraduate student is strongly encouraged to work closely with his or her assigned advisor in selecting General Education courses, major and minor offerings, and elective courses from other disciplines. **However, students must bear primary responsibility for their program. It is the student's responsibility to understand general education and program requirements.**

Classification

Freshman	Less than 30 semester hours
Sophomore	30 – 59 semester hours
Junior	60 – 89 semester hours
Senior	90 semester hours or more

Special Student

To be classified as a "Special Student," one or more of the following criteria must be met:

- Admission as Special Non-Degree seeking student.
- Taking courses for enrichment.
- Upgrading job skills.

Note: Classifications do not include zero-level courses.

Transfer Policies

Public Colleges and Universities

If you decide to transfer to a four-year university from within the state of Oklahoma with an Associate in Arts or Associate in Science degree (two-year degrees), State Regents' policy guarantees that your associate degree will satisfy all freshman and sophomore general education requirements at the four-year university. If you transfer to another college before you complete an associate degree, you will receive general education credit for courses that match those at the college you wish to attend.

All undergraduate degrees, except for the Associate in Applied Science, require that you take a minimum of 41 hours of required courses in English, literature, math, science, history, and the arts.

Out-of-State Transfers

If you are transferring to RSU from a school outside the state of Oklahoma, only courses in which a grade of "C" or better was earned will be considered for use in meeting degree requirements.

Requesting RSU Transcripts

- Academic transcripts may be obtained from:

Office of the Registrar

1701 W. Will Rogers Blvd.
Claremore, OK 74017

Monday through Friday during regular business hours
(8:00 a.m. – 5:00 p.m.).

- You may request a transcript by mail, by fax, or in person.
- Transcripts are furnished FREE.
- Call 918-343-7799 for more information.

Official Transcripts

Each request for an official transcript must include a photocopy of a picture ID with the student's signature, in accordance with federal legislation. Because of confidentiality concerns, telephone and email requests cannot be honored for personal transcript requests.

Transcripts of most recent semester records are available* after grades have been posted.

*Official transcripts are available immediately following completion of end of semester procedures. Degrees will be verified and conferred at this time.

Most grades are posted to official transcripts approximately 10 days after the last day of final examinations.

NOTE: If you currently have outstanding financial obligations to the University, your transcript request (official or unofficial) will not be processed until such obligations have been satisfied through the Office of the Bursar, (918) 343-7558. If there are any types of holds, academic or financial, transcripts will not be released until the holds have been cleared.

An official transcript may be requested:

- By mail
- By fax
- In person

How to Order a Transcript by Mail or Fax:

When ordering a transcript by mail (1701 W. Will Rogers Blvd., Claremore, OK 74017) or by fax (918-343-7595), you must furnish documentation containing the following information:

- Printed full name (*NOTE: Students using more than one name during the academic period MUST furnish a complete list of these names in order to avoid delays.*)
- Written Signature
- Student ID number or Social Security number
- Date of birth
- Date(s) of attendance at the University and/or graduation date
- Number of transcripts requested
- Address(es) where transcripts are to be mailed and the number of copies to each address (if applicable).
- Phone number and address to contact in the event more information is needed.
- **LEGIBLE COPY OF PHOTO ID WITH A SIGNATURE – A transcript cannot be processed without proper documentation. This must be an original signature. Computer generated signatures are not sufficient to meet federal legislation.**

An official transcript with no holds **will be mailed** in response to all mail and fax requests within three to five working days upon receipt of a completed request containing the above information (including SIGNATURE).

How to Order a Transcript In Person:

- When ordering a transcript in person, you must complete the request form obtained in the Office of the Registrar.
- The official transcript with no holds may be **picked up** in person at the Office of the Registrar. Photo ID is required.

Unofficial Transcripts

- Unofficial transcripts are available from 8:00 a.m. – 5:00 p.m., Monday through Friday, in the Office of the Registrar.
- Students must present photo identification (RSU Student I.D. or Driver's License) to receive all transcripts.
- There is no charge for this service.
- Unofficial transcripts will only be released if there are no holds on the account.

Grading Policy and Grade Point Calculations

Definitions of Grading Terms

In accordance with the Oklahoma State Regents for Higher Education Grading Policy, the following types of grading entries with respective definitions will be used for institutional transcript notations:

A. Grades Used in the Calculation of Grade Point Average (GPA)

Grade	Note	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failing	0

B. Other Symbols

- I** An Incomplete grade may be used to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is issued. To receive an "I," the student should have satisfactorily completed 70 percent of the course for the semester but be unable to complete the remaining work due to extenuating circumstances. In order for an "I" to be awarded, a contract, signed by the student and faculty member, must be on file in the Office of the Registrar. If the contract is not fulfilled within the allotted time frame, the instructor has the option of allowing the "I" to stand or awarding an "F." An "I" is GPA neutral.
- AU** Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. An "AU" is GPA neutral. The allowable time to change an enrollment status from audit to credit or credit to audit is within the first ten class days of a regular semester or within the first five days of a summer term. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards.
- N** Used to indicate that the instructor did not submit the semester grade to the Registrar by the appropriate deadline. The "N" must be replaced by the appropriate letter grade prior to the end of the subsequent semester. An "N" is GPA neutral.

W Withdrawals transacted during the first ten days of a regular semester or during the first five days of a summer term will not be recorded on the student transcript. A “W” will be recorded on the transcript for all withdrawals occurring during the third through the twelfth week of a regular (fall or spring) semester and during the second through sixth week of a summer term. No course withdrawals, including complete withdrawals, are permitted during the last four weeks of the regular term or the last two weeks of the summer term. These deadlines are for regularly scheduled full-term courses. All other courses will have proportional withdrawal timelines. A “W” is GPA neutral.

Students cannot be graded with a “W” unless they have initiated a withdrawal during the proper date guidelines as listed above.

AW Administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been “involuntarily” withdrawn from class(es) after the institution’s drop/add period for administrative or disciplinary reasons. Such withdrawals must follow formal institutional procedures. An “AW” is GPA neutral.

P The “P” grade is neutral and indicates minimal course requirements have been met and credit has been earned. It may also be used to indicate credit earned through advance standing or CLEP examinations. Although the “P” grade is neutral, it is counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

NP The “NP” grade is neutral and indicates that a student did not meet minimum requirements in a course designated for P/NP grading. Although the “NP” grade is neutral, it is counted in the total number of attempted hours for retention and the total number of attempted hours for graduation.

C. Grade Point Averages

The retention/graduation GPA is used to determine a student’s eligibility to remain enrolled or graduate from an institution. Activity courses and forgiven course work are not calculated in the retention/graduation GPA.

The cumulative GPA includes grades for all course work, including activity courses and forgiven course work. This GPA may be used for financial aid or eligibility for graduation honors.

Remedial courses, audited courses, and courses in which the grades of I, W, AW, P, NP, or N are given are not calculated in the retention/graduation or cumulative GPAs.

D. Remedial Courses

Remedial courses are pre-college courses designed to prepare students for collegiate-level course work. Thus, remedial courses are to be coded as zero-level, and collegiate-level credit is not awarded for the completion of such courses. Remedial courses are graded with letter grades. Regardless of the grades awarded, remedial courses are not calculated in the retention/graduation or cumulative GPAs. A grade of “C” or better must be attained to clear the deficiency.

Reporting Academic Standing

A. Retention Standards and Requirements

Each student’s transcript will list the student’s current retention/graduation GPA and will denote each semester when a student is placed on academic probation or is academically suspended from the institution.

B. Academic Forgiveness Provisions

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student’s academic transcript, however, should be a full and accurate reflection of the facts of the student’s academic life. Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention/graduation GPA is calculated. Specifically, for those students receiving academic forgiveness by repeating courses or through academic reprieve, the transcript will reflect the retention/graduation GPA excluding forgiven courses/semesters. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

Academic forgiveness may be warranted for currently enrolled undergraduate students in three specific circumstances:

1. For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention/graduation GPA under the prescribed circumstances listed below;
2. There may be extraordinary situations in which a student has done poorly in up to two semesters due to extenuating circumstances that, in the judgment of the appropriate institutional officials, warrant excluding grades from those semesters in calculating the student’s retention/graduation GPA; and

3. A student may be returning to college after an extended absence and/or under circumstances that warrant a fresh academic start.

Students may seek academic forgiveness utilizing the following institutional procedures. **A student may receive no more than one academic reprieve in his/her academic career.** The repeated courses provision may be utilized independent of reprieve within the limits prescribed below. All Oklahoma institutions conform to the “repeated courses” forgiveness provision.

1. Repeated courses

All State System institutions are required to offer the repeated courses provision.

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a “D” or “F.” Both attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. The EXPLANATION OF GRADES section of the transcript will note that only the second grade earned is used in the calculation of the retention/graduation GPA. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA. Students repeating courses above the first four courses or 18 credit hours of “Ds” or Fs” repeated may do so with the original grade and repeat grades averaged.

It is the student’s responsibility to notify the Office of the Registrar when a repeated course situation occurs, whether the original course or the repeated course was taken at Rogers State University or any other institution. If either course (original or repeated) was taken at another institution, it may be necessary for the student to obtain verification from the appropriate Rogers State University academic department that the original course and the repeated course are in fact deemed to be equivalent courses. To comply with the policy, the student should request a “Repeated Course Notification” form from the Office of the Registrar. This form should be filed with the Registrar as soon as a repeated course situation occurs.

2. Academic Reprieve

In accordance with the policies of the Oklahoma State Regents for Higher Education and Rogers State University, a student may request an Academic Reprieve if he/she meets the following guidelines:

- a. The student must be currently enrolled as an undergraduate.

- b. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- c. Prior to requesting the academic reprieve, the student must have earned a GPA of 2.00 or higher with **no grade lower than a C** in all regularly graded coursework (a minimum of 12 hours) excluding activity and performance courses. This course work may have been completed at any accredited higher education institution.
- d. The request may be for one semester/term or two consecutive semesters/terms. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student’s request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- e. The student must petition for consideration of Academic Reprieve according to institutional policy.
- f. All courses remain on the student’s transcript, but are not calculated in the student’s retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
- g. The student may not receive more than one academic reprieve during his/her academic career.
- h. Academic reprieves will not be granted for students who have received a bachelor or higher degree from any institution.



Retention and Readmission Policies

Rogers State University, in cooperation with the Oklahoma State Regents for Higher Education, has adopted the following policy relating to retention of students pursuing undergraduate course work. The policy combines an early notification of students experiencing academic difficulties with a gradual increase in the overall standards required for retention/continued enrollment at the University. All courses in which a student has a recorded grade will be counted in the calculation of the retention/graduation grade point average (GPA) with the exception of those courses excluded as part of the Academic Forgiveness Policy, developmental courses, and activity courses.

Definition of Terms

- **Good Academic Standing:** Any student who meets the retention requirements as set forth in this section is in good academic standing.
- **Academic Notice:** Any student with 30 or fewer credit hours, with a retention GPA of 1.7 to 1.99 will be placed on academic notice.
- **Academic Probation:** Any student whose cumulative retention GPA falls below those listed in **Retention GPA Requirements** for a given semester will be on academic probation.

The student will remain on probation as long as he/she maintains a current term GPA of 2.0 each semester until his/her retention GPA is a 2.0. If the student does not maintain a current term GPA of 2.0, he/she will be placed on Academic Suspension.

- **Academic Suspension:** Any student who is on academic probation and who does not achieve a term GPA of 2.0 (excluding activity/performance courses) will be suspended and will not be eligible for reinstatement until one regular semester (fall or spring) has elapsed.

Retention GPA Requirements

A student must maintain a 2.0 retention GPA for the duration of his/her college experience with the exception of freshmen on academic notice. A student will be placed on academic probation if he/she fails to meet the following requirements:

Credit Hours Attempted	Retention GPA Requirement*
0 through 30 semester credit hours	1.70
Greater than 30 semester credit hours	2.00

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.0 in regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and cannot be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the University or if approved by the Suspension Appeals Committee, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses that meet the general education requirements or degree requirements. Only students under first-time suspension status at the University are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

*Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated or reprieved as detailed in the University's Grading Policy, excluding remedial/developmental pre-college courses and physical education activity courses.

Suspension of Seniors: The University may allow a student with 90 or more hours in a specified degree program who has failed to meet the retention grade-point average of 2.0 or the semester GPA of 2.0 to enroll in up to 15 additional semester hours in a further attempt to achieve the retention GPA requirement. During these 15 hours of enrollment, the student must achieve a minimum 2.0 semester GPA during each enrollment or raise his/her retention GPA to 2.0 or above. This senior suspension exception can be exercised only once per student.

Readmission of Suspended Students

Students who are academically suspended from Rogers State University will not be allowed to reenter the University for at least one regular semester (fall or spring) except as provided in the suspension appeals process. Any student who has been suspended for at least one regular semester may apply for readmission to Rogers State University. The student will need to send a letter of reapplication to the Office of Admissions declaring his/her intent and a plan of action. The Office of Admissions will determine if the conditions that led to the academic suspension have been corrected. If, in the judgment of the Office of Admissions, the student has a reasonable chance of academic success, he/she will be permitted to reenter the University.

The following criteria will apply to all students readmitted to Rogers State University after serving at least one regular semester on academic suspension.

1. Suspended students can be readmitted only once.
2. Such students will be readmitted on probationary status and must maintain a 2.0 grade point average (GPA) each semester attempted while on probation or raise their retention GPA to the designated retention level.
3. Students admitted after a suspension may be limited to 12 credit hours of enrollment during their first semester at RSU.
4. Should a student who has been reinstated be suspended a second time from Rogers State University, he/she cannot return to the University until such time as he/she has demonstrated, by attending another institution, the ability to succeed academically by raising his/her GPA to the retention standard.

Appeal for Immediate Readmission after Suspension

Students who feel that they have had extraordinary personal circumstances that contributed to their academic difficulties may petition for immediate reinstatement by requesting an "Application for Suspension Appeal" from the Office of the Registrar, Markham Hall, (918) 343-7545. If, in the judgment of the Dean of the School where the student has their major, the Registrar, and the Vice President for Academic Affairs, the student has a reasonable chance of academic success, he/she will be permitted to reenter the University. If approved, the student will be reinstated for one semester on a probationary basis and must meet the retention requirements at the end of the semester for continued enrollment at Rogers State University. Should a subsequent suspension occur, the student would not be allowed to reapply until such time as he/she has demonstrated an ability to succeed academically by attending another institution and subsequently raising his/her retention/graduation GPA to meet retention requirements.

Grade Appeals and Academic Misconduct

To initiate a grade appeal, the student should first discuss the issue with the instructor and, if unsatisfied, then with the Dean of the School. If the matter is unresolved, the student may file a formal grade appeal request with the Dean of the School in which the course is offered or with the Dean of Student Affairs. Policies and procedures outlining the grade appeal process are found in the *Student Code*.

Changes and Withdrawals

Complete Withdrawal

To avoid charges, a student who will not, or cannot, attend the classes in which he/she has enrolled, is responsible to withdraw during the first 10 days of a regular semester, the first five days of a summer semester, or the first 1/8 of a short course by completing a "Withdrawal" or drop form*.

(This must be done in person.) Withdrawals may be completed at the Claremore, Bartlesville, or Pryor campuses. Students should retain a copy of the form.

***Note: Withdrawals may not be completed by phone or after the final posted date to withdraw.**

Adding and Dropping a Course

1. To add a class after the first week of school, the "drop/add" form must be signed by the Department Head or instructor.
2. The first ten days of a fall or spring semester, the first five days of a summer semester, or the first 1/8 of a short-term course is designated as the "drop/add" period. During the first five days of a fall or spring semester, students may add/drop/enroll in regular 16-week classes without special permission.
3. The sixth through the tenth day of the regular term, the third through the fifth day of a summer term, or the second day of a short-term course is the Late Enrollment period. During the **Late Enrollment** period, a student will only be allowed to enroll in a class with permission from the Department Head and instructor.
4. No enrollment will be allowed in any course after the first ten days of a regular term, the first five days of a summer term, or the first 1/8 of a short-term course.
5. Students should retain the copy of the "drop/add" form after it has been signed and completed by the Office of the Registrar. Students will be charged 100% for courses dropped after the "add/drop" period. (The first ten days of a regular semester, the first five days of a summer semester, or the first 1/8 of a short-term course.)

A grade of "W" is issued when a student initiates a withdrawal during the allowable withdrawal period (through the twelfth week of a regular semester, the sixth week of a summer semester, or the first 3/4 of a short-term course). After the allowable withdrawal period (final date to withdraw published in the course schedule), only the following grades will be given: "A," "B," "C," "D," "F," "P/NP," or "I." An "I" may be given only if the student is passing and has completed a substantial part of the course work.

Students with a recorded grade, including a "W" or "AU," on their transcript will be charged for the course. A student should withdraw during the "drop/add" period to avoid charges.

Honor Roll Qualification

Undergraduate students who have achieved superior academic performance are recognized by Rogers State University each semester by being named to the President's Honor Roll or the Dean's Honor Roll. Eligibility for this recognition is as follows:

President’s Honor Roll

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours of college-level courses at Rogers State University with a 4.0 grade-point average (no grade lower than an “A”).* For a summer term, the student must complete a minimum of six (6) semester hours of college-level course work at Rogers State University with a 4.0 grade-point average (no grade lower than an “A”).*

Dean’s Honor Roll

For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours of college-level courses with a 3.5 grade-point average and no grade lower than a “B.”*

For a summer term, the student must complete a minimum of six (6) semester hours of college-level courses with a 3.5 grade-point average and no grade lower than a “B.”*

***Note:** Courses graded with an “I,” “N,” or “P” are excluded from the minimum credit hours required to be considered for the honor roll.

Honor Graduates

The honors designation and requisite cumulative grade point average shall be:

Summa Cum Laude	4.0
Magna Cum Laude	3.90-3.99
Cum Laude	3.80-3.89

**Graduation
Commencement**

All students who have met Graduation Requirements are eligible to participate in Commencement. Graduation exercises are held at the end of each spring semester. Students completing degree requirements in summer 2009, fall 2009, spring 2009, and summer 2009 may take part in the spring 2010 commencement exercises. Upon verification of grades, degrees will be noted on transcripts at the close of the summer 2009, fall 2009, spring 2010, and summer 2010 semesters. Students planning to graduate with a bachelor degree must file a degree completion plan worksheet with their major department at the end of their junior year. Students graduating with an associate degree in Arts, Science, or Applied Science must file a degree completion plan worksheet with their major department preceding their final semester (i.e., spring 2010 graduates must file during the fall 2009 semester).

Nonrefundable graduation fees must be paid at the Office of the Bursar after candidacy for graduation has been approved.

Graduation candidates not successfully completing all required coursework within their candidacy term will forfeit any graduation fee payments and must reapply for graduation. Diplomas will be mailed approximately 8-10 weeks after the completion of the term in which all degree requirements have been completed.

Rogers State University recognizes associate and bachelor degree candidates who have demonstrated superior academic performance. Honor candidates are approved based upon the retention/graduation grade point average of all college-level course work completed the semester prior to graduation and will be recognized in the commencement program as candidates for honors. Final designation of honors will depend on all grades including the last semester and noted on the transcript. Any student with an incomplete grade (I) in any course required for graduation will not be considered for honors designation. When computing the grade point average, all courses attempted, including those at other institutions, will be considered.

Graduation Requirements

Bachelor Degree

A bachelor degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorize degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education, the faculty at Rogers State University has established the following guidelines for a student to earn a baccalaureate degree.

1. At 90 hours a student should apply for graduation (Application for Graduation form). The deadline for completion of this Application for Graduation is November 1 for spring graduation and March 1 for summer and fall graduation.
2. Upon completion of the Application for Graduation, the student and advisor must complete a Degree Completion Plan Worksheet. Variation from the filed degree completion plan may result in delay of graduation.
3. Degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within four hours of graduation in the spring semester and if they have preenrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises. The degree will not be awarded until all course work is satisfactorily completed.

4. The minimum number of semester hours required for a degree is 120. A minimum of 60 hours, excluding physical education activity courses, must be taken at a baccalaureate degree granting institution. At least 40 of the required 120 semester hours must be at the 3000-4000 level, excluding physical education activity courses.
5. Candidates for baccalaureate degrees must earn 30 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be satisfactorily completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, and by Internet. Credit earned through CLEP, AP, correspondence, DANTES, advanced standing, and continuing education is not considered resident credit.
6. Forty-five hours of extra-institutional and advanced standing credit may be applied toward a bachelor degree (30 in lower division 1000 and 2000-level courses, and 15 in upper division 3000 and 4000-level courses).
7. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a "C" will be accepted in the major or the minor. Grades lower than a "C" earned at an out-of-state institution cannot be accepted for a degree at Rogers State University.
8. At least one-half of the major's credit hours must be earned at Rogers State University. At least one-half of the upper division credit hours in the major must be earned at RSU. To complete a minor, a student is required to earn six 3000-4000-level credit hours in that minor at RSU.
9. Individual departments, with the appropriate University approval, may set admission or graduation standards that are higher (but not lower) than the minimum University-wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
10. The Rogers State University Bulletin in effect at the time of the student's initial full-time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester and not being out of Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education for more than one enrollment period, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.
11. The Rogers State University Bulletin expires after seven years for students pursuing a bachelor degree. When that Bulletin has expired at the end of the seven-year limit, the students who have been continuously enrolled must select a subsequent Bulletin up to and including the current one.
12. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but the student will then be governed by all of the requirements of that RSU Bulletin.
13. A departure from general education courses required for graduation may be obtained only by petition to the appropriate Department Head, Dean, and Vice President for Academic Affairs. A departure from major and minor courses required for graduation may be obtained only by petition to the appropriate Department Head and Dean of the school offering the major or minor. Transfer credit will only be accepted from regionally-accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the appropriate Faculty, Department Head, and the Dean of the School accepting the credit.
14. Students must demonstrate computer proficiency (see page 59).
15. Any college work earned more than 15 years before the time a baccalaureate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses and the approval of the appropriate Department Head and Dean.
16. Only one degree will be awarded upon the completion of the baccalaureate degree requirements. Students satisfying requirements in more than one major area will earn two or more majors and these will be posted on their transcript. A student completing a second major cannot be required to take a minor. A student pursuing a baccalaureate degree cannot retroactively apply for an associate degree.

17. Students who have completed a degree from another accredited university may earn another degree in a different field at Rogers State University by completing all general education, departmental, and residence requirements for that degree.
18. Students who have earned a baccalaureate degree from Rogers State University may earn a second bachelor degree by fulfilling the following: a) all the current requirements for the second degree; b) a minimum of 30 additional undergraduate semester hours, of which 15 must be in residence at RSU and not used in meeting any requirements for the first degree; c) a minimum of 15 of the additional 30 hours must be at the 3000-4000 level.
5. Candidates for associate degrees must earn 15 credit hours in residence at Rogers State University. At least 15 of the final 30 hours applied toward the degree must be satisfactorily completed at Rogers State University. Resident credit is earned by completion of regularly scheduled RSU courses offered on campus, by interactive television, by telecourse, or by Internet. Credit earned through CLEP, AP, correspondence, DANTES, advanced standing, or continuing education is not considered resident credit.
6. Thirty hours of extra-institutional and advanced standing credit may be applied toward an associate degree.
7. Students must earn a combined retention/graduation GPA of 2.0 in all course work attempted. No grade lower than a "C" will be accepted in the major. Grades lower than a "C" earned at an out-of-state institution cannot be accepted for a degree at Rogers State University.

Graduation Requirements

Associate Degree

An associate degree is an academic title granted to a student who has completed a specific course of study. The Oklahoma State Regents for Higher Education authorize degree titles. The University, a school, and a department administer programs leading to the degrees.

In conformance with the requirements established by the Oklahoma State Regents for Higher Education, the faculty at Rogers State University has established the following guidelines for a student to earn an associate degree.

1. At 45 hours, a student should apply for graduation (Application for Graduation form). The deadline for completion of this Application for Graduation is November 1 for spring graduation and March 1 for summer and fall graduation.
2. Upon completion of the Application for Graduation, the student and advisor must complete a Degree Completion Plan Worksheet. Variation from the filed degree completion plan may result in delay of graduation.
3. Degrees are conferred when earned. Students who have completed all requirements, or are completing all requirements for the current term, are candidates for graduation. If students are within four hours of graduation in the spring semester, and if they have preenrolled for the needed courses in the subsequent summer term, the students may participate in commencement exercises. The degree will not be awarded until all course work is satisfactorily completed.
4. The minimum number of semester hours required for a degree is 60.
8. At least one-half of the major must be taken at Rogers State University.
9. Individual departments, with the appropriate University approval, may set admission or graduation standards that are higher (but not lower) than the minimum University-wide standards. These departmental requirements can be found in the Bulletin under the degree requirements for the specific program.
10. The Rogers State University Bulletin in effect at the time of the student's initial full-time enrollment, whether at Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education, shall govern general education and degree requirements for the major and minor, provided that the student has had continuous enrollment. Continuous enrollment is defined as making significant progress toward degree completion by earning at least six hours toward the degree per semester and not being out of Rogers State University or an Oklahoma educational institution governed by the Oklahoma State Regents for Higher Education for more than one enrollment period, excluding the summer term. Students not enrolled for two consecutive semesters will return under the RSU Bulletin in effect at the time of their readmission and will be subject to any new degree requirements as established by the effective RSU Bulletin.
11. The Rogers State University Bulletin expires after seven years for students pursuing an associate degree. When that Bulletin has expired at the end of the seven-year limit, the students who have been continuously enrolled must select a subsequent Bulletin up to and including the current one.

12. Students may elect to meet the degree requirements in a Rogers State University Bulletin adopted by the University after their initial continuous enrollment, but the student will then be governed by all of the requirements of that RSU Bulletin.
13. A departure from general education courses required for graduation may be obtained only by petition to the appropriate Department Head, Dean, and Vice President for Academic Affairs. A departure from major courses required for graduation may be obtained only by petition to the appropriate Department Head and Dean of the school offering the major. Transfer credit will only be accepted from regionally-accredited institutions. Transfer credit for specific courses and programs is granted upon recommendation of the appropriate Faculty, Department Head, and the Dean of the School accepting the credit.
14. Students must demonstrate computer proficiency (see page 59).
15. Any college work earned more than 15 years before the time an associate degree is granted at Rogers State University may be applicable toward a degree at the discretion of the departments that offer equivalent or similar courses and the approval of the appropriate Department Head and Dean.
16. Only one degree will be awarded upon the completion of the associate degree requirements.
17. Students who have completed a degree from another accredited university may earn another degree in a different field at Rogers State University by completing all general education, departmental, and residence requirements for that degree.
18. Students who have earned an associate degree from Rogers State University may earn a second associate degree by fulfilling the following: a) all the current requirements for the second degree; b) a minimum of 15 additional undergraduate semester hours, of which 9 must be in residence at RSU and not used in meeting any requirements for the first degree.

Minimum Total Credit: Refer to major area for details.

Associate Degree:	60*
Bachelor Degree:	120*

(*Excluding physical education activity courses.)

Deadlines for Graduation Audit Packets

- a. Prospective Spring Graduates – Completed prior to November 1
- b. Prospective Summer Graduates – Completed prior to March 1
- c. Prospective Fall Graduates – Completed prior to March 1

Extra-Institutional Credit

Extra-Institutional Credit is granted through means other than the completion of formal college-level courses (e.g., testing and non-collegiate sponsored instruction). Testing methods include institutionally prepared examinations, institutionally administered performance testing, and standardized national tests especially designed for the establishment of credit. Non-collegiate sponsored instruction includes military training/learning, workplace courses, etc. The following requirements pertain to all methods of extra-institutional credit described in this section:

Validation: Extra-Institutional Credit earned through any of the following methods must be validated by successful completion of 12 or more semester hours of academic work at Rogers State University and will be recorded on the transcript only if the student is currently enrolled.

Grading: All credit through extra-institutional means will be recorded with a grade of “P.” Only those courses for which the minimum passing scores are attained will be recorded.

Departmental Advanced Standing Examinations

Advanced Standing Credit

Advanced standing credit can be earned at RSU by evaluating a student’s previous learning experiences through testing. Most departments offer some courses by examination. Students should consult with the Department Head offering the course of interest as to whether it can be taken by examination. Students must be currently enrolled and complete 12 credit hours in residency at Rogers State University prior to recording the advanced standing credit on the permanent records. **Advanced standing cannot be taken for a course previously failed.**

The charge for administering an institutional advanced standing examination is \$12.00 per semester credit hour, which must be paid **prior** to taking the examination. Fee is subject to change.

Advanced Standing Credit for Practical Nurse, Paramedic Education, and Associate/Diploma RN

Licensed Practical Nurses (LPN) and nationally licensed paramedics (NREMT-P) are eligible to receive college credit. The number of credit hours granted is determined by the nursing faculty and emergency medical services faculty respectively. Qualified candidates may earn credit. Students must complete 12 credit hours in residency at Rogers State University prior to recording the advanced standing credit on the permanent record. The faculty determine the specific criteria for awarding credit for prior educational experiences. The faculty also determine the admission and progression policies and clinical practice experiences.

Advanced Placement Program

The College Board's Advanced Placement Program (AP) examination is available to students while enrolled in high school. Advanced Standing credit may be awarded if a student scores at a level of "3" or higher. The number of credits awarded is based on the American Council on Education Guidelines. Advanced Standing credit may be awarded only for courses that are taught at Rogers State University. The grade of "P" will be placed on a student's transcript after the completion of 12 credit hours at RSU. A grade of "P" is GPA neutral.

CLEP Testing

For information on CLEP testing, contact the RSU Testing Center at (918) 343-7730. A list of available CLEP tests and study guides may be found at www.collegeboard.org.

Credit for Military/Training

Credit may be granted for basic training, formal service school courses, and approved college-level examinations passed while in military service. In general, the credit is granted in accordance with recommendations of the **Commissions on Accreditation of Service Experiences**, an agency of the American Council on Education (ACE). An *official copy* of the military transcript must be on file before credit will be placed on a student's transcript.

1. The Army/American Council on Education Registry Transcript System (**AARTS**) only contains information for the following:
 - a. Army enlisted soldiers and veterans with basic active service dates falling on or after October 1, 1981.
 - b. Army National Guard listed soldiers and veterans on the active rolls January 1, 1993, with pay entry basic dates/basic active service dates falling on or after October 1, 1981.
 - c. Army Reserve enlisted soldiers and veterans on the active rolls April 1, 1997, with basic active service dates falling on or after October 1, 1981.

Transcript Inquires

Please address transcript inquiries and requests to:

Manager
AARTS Operations Center
415 McPherson Avenue
FT Leavenworth, KS 66027-1373

FIELD INQUIRE LINE: (913) 684-3269
FAX: (913) 684-2011
EMAIL: aarts@leavenworth.army.mil
WEB PAGE: <http://www-leav.army.mil/aarts>

The American Council on Education (ACE) certifies all AARTS transcripts. The descriptions and college credit recommendations on the transcripts are extracted from the ACE "Guide to the Evaluation of Educational Experiences in the Armed Services." "INSTITUTIONAL COPY" designates an official copy sent directly from the AARTS Operations Center to schools or employers. "PERSONAL COPY" designates an unofficial transcript.

2. An official SMART transcript (Sailor/Marine/ACE Registry Transcript) is available to all active duty Sailors and Marines, enlisted and officers, reserve component personnel, Sailors who separated or retired after January 1, 1999, and Marines who separated or retired after July 1, 1999. SMART transcripts can be obtained by:
 - a. Writing:
SMART Operations Center
NETPDTC N2
Saufley Field Road
Pensacola, FL 32509-5204
 - b. Contacting your local Navy College Office/Marine Corps Education Center.
 - c. Visiting the Navy College website at www.navy-college.navy.mil
 - d. Calling toll free (877) 253-7122

ACE College Credit Recommendation

The American Council on Education (ACE) administers the Registry of Credit Recommendations for organizations participating in the College Credit Recommendation Service (CCRS) (formerly called Program On Non-Collegiate Sponsored Instruction or PONSI). The registry offers sponsor's course participants a permanent, computerized record of courses evaluated by the College Credit Recommendations Service.

Currently enrolled students may be granted credit in accordance with the American Council on Education (ACE) recommendations after completion of 12 semester hours of course work at Rogers State University. To obtain credit, the student must have a transcript provided by the American Council on Education (ACE). Institutions may accept any level of credit up to that recommended by ACE.

To obtain a transcript or additional information, call (202) 939-9433, email credit@ace.nche.edu, or write to: College Credit Recommendation Service, American Council on Education, One Dupont Circle NW, Suite 250, Washington, DC 20036-1193.

Correspondence Study

Correspondence courses are not offered at Rogers State University; however, credit is accepted for most courses completed through correspondence at other accredited institutions. Correspondence courses will be recorded on the transcript only if the student is currently enrolled and has successfully completed 12 or more semester hours of academic work at Rogers State University.

Independent Study Courses

Independent study courses provide structured learning opportunities for students. Generally, these courses are textbook based and reading intensive. Independent study is usually offered to students approaching graduation and when another course substitution cannot be made. Students who select this method of instruction must have good reading and comprehension skills.

Distance Learning

Rogers State University established itself as a leader in distance education with the building of a television station in 1987. This station, KRSC-TV, remains today the only full power, over-the-air broadcast television station licensed to a public university in the state of Oklahoma. The television station added a new dimension to the more traditional independent study or telecourse by enabling students to actually be a part of a class that was a live broadcast. Then, in the summer of 1993, RSU took distance education to another level with the construction of a virtual campus, resulting in the initial establishment of three accredited online associate degrees.

Mindful of the mission “to prepare students to achieve professional goals in dynamic local and global communities” and “to provide traditional and innovative learning opportunities,” distance learning at RSU remains committed to excellence in teaching and student service, regardless of the location. Continually evolving and growing, flexibility is the central concept that guides this segment of the RSU campus.

The following is a list of specific types of distance education courses and programs available through distance learning:

Compressed Video

A compressed video course is a class that originates from one campus and is transmitted to other campuses. It offers two-way audio and video communication between students and instructor. Students who select this method of instruction should be aware that the instructor may or may not be physically present in the classroom. Otherwise, this class follows the same procedures and attendance requirements of a traditional class. Compressed video classrooms are arranged to

encourage interaction between students in the host classroom and all branch campuses. Assignments and graded papers are exchanged through fax, email, U.S. Postal Service, or courier service.

Telecourses

Telecourses are academically rigorous courses that combine televised courses with textbook readings, assignments, and other instructional materials. Students who select this method of instruction should have access to a television during the time the program is broadcast, have the ability to tape the program as it is being broadcast, or be able to visit the viewing site at Claremore, Pryor, or Bartlesville. In addition, students may elect to rent the tape series from a professional video rental company. This method of instruction requires students to have good reading and comprehension skills, be self-disciplined, and be self-motivated.

Live Broadcast Courses

These courses are broadcast live on the campus television station from a specially equipped classroom on the Claremore campus. Students have the option of attending the class in the studio-classroom or viewing the class from their home, high school site, or other location. Students who select this method of instruction should plan to attend or view the course as it is being taught.

Online Courses

Online courses are Internet-based courses in which the instructor and students communicate through a computer. These courses are generally designed to provide direct instructor-to-student communication as well as class participation and interactivity through threaded discussions, chat rooms, or electronic discussion groups assigned by the instructor. Students who select this method of instruction must have, at a minimum, a computer or access to a computer, access to the Internet, and an electronic mail address (email). For a complete list of recommended items, please check technical requirements on the RSU web page at: <http://rsuonline.edu>.

Blended Courses

Blended courses combine two course formats: traditional classroom meetings and Internet-based delivery. Blended courses combine the best of both environments: the personal contact, discipline, and discussion of a traditional classroom; and the opportunity to view instructor-generated lecture material, engage in online discussion, and communicate with professors and classmates online. A significant amount of the course learning activity has been moved online, making it possible to reduce the amount of time spent in the classroom. Reduced time in class decreases travel time for commuting students while providing the personal contact with professors and classmates that many learners prefer. The ability to access the Internet and to attend class as indicated in the *Class Schedule* is required.

Two-Year and Four-Year Graduation Guarantee

Students at Rogers State University may follow many diverse paths to complete associate or bachelor degrees. Students may elect to complete the associate degree requirements within two years of their initial freshman enrollment and/or complete the bachelor degree requirements within four years of their initial freshman enrollment.

Rogers State University has developed plans to help students who wish to complete an associate degree in two years and students who would like to complete their bachelor degree in four years. Students who elect to participate in one of Rogers State University's Graduation Guarantees must work closely with their advisor(s) and faculty to ensure that courses are taken in the appropriate sequence. Students who elect to participate in the agreement outlined below can be assured that they will be able to graduate in either two years or four years, depending on the degree.

By completing the appropriate documents, a student agrees to participate in the guarantee. Rogers State University assures the student that he/she will be able to enroll in courses that permit graduation in either two or four years. Graduation will not be delayed by the unavailability of courses.

Conditions the student must satisfy:

1. Enter Rogers State University as a freshman.
2. Choose a major that qualifies for the Two-Year or Four-Year Plan.
3. Have the preparation to begin the appropriate plan of study in a qualified major upon entry to the University.
4. Complete a minimum of one-fourth of the necessary credits per semester for the associate degree or one-eighth of the credits per semester for the bachelor degree.
5. Meet with his/her advisor in a timely manner to discuss progress toward registration and graduation.
6. Enroll in available courses needed for his/her selected program of study considering that any specific course may not be available at the time or semester in which the student would prefer to take it.
7. Accept responsibility for monitoring his/her own progress and understanding advice given by his/her advisor so that he/she stays on track toward graduation.
8. Change majors only if, at the time of the change, all requirements can be met within the designated two or four-year plan.
9. Remain in good academic standing as determined by the department, school, and University.
10. Accept responsibility for timely annual applications for financial assistance.
11. In writing, notify the dean of the school that offers the student's major that his/her graduation may be delayed due to the unavailability of a course. This written notice must be submitted prior to the beginning of classes during the term in which the course is needed.

In the event that the University does not satisfy the commitments made herein, and the student is unable to register for needed courses due to the unavailability of a course (or courses), the department and school will choose one of the following:

1. Allow the student to graduate in two or four years by substituting a different course (or courses), as determined by the Dean of the school that offers the student's major.
2. Allow the student to graduate in two or four years by substituting an independent study assignment, as determined by the department and the school.
3. Allow the student to graduate in two or four years by waiving the requirement to be met by the unavailable course (or courses), as determined by the department and the school.
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two or four years, in which case, the University will pay the tuition for the student to take the course(s) in a later term.

These procedures shall constitute the exclusive remedy for the guarantee. Rogers State University is under no obligation to provide these adjustments unless the student fulfills his/her obligations as stated above.